

CHAPTER 101

GENERAL PASSENGER MOVEMENT PROVISIONS

A. PURPOSE

1. This regulation prescribes policies and procedures and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DOD) activities, to include the transportation and movement of passengers.

2. It also prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DOD Components, other United States (US) Government Agencies/civil authorities, and users of the Canada-United States Integrated Lines of Communication in the transportation and movement of passengers to, within, and outside the Defense Transportation System (DTS).

3. Defense Transportation Regulation (DTR) procedures apply to the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Coast Guard, General Services Administration (GSA), United States Transportation Command (USTRANSCOM) and its Transportation Component Commands (TCCs), and other activities/agencies using the DTS. In some cases, when moving passengers by commercial carriers, only selected procedures and data elements are used.

B. POLICY

1. USTRANSCOM, in conjunction with the Services and theater Commanders in Chief (CINCs), provides technical direction and supervision over all traffic management functions incident to DOD passenger, cargo, mobility, and personal property movements within the DTS during peace and time of war.

2. DOD activities are required to use the DTS services outlined in this regulation except when they are Service-unique or theater-assigned assets. Required DTS services, for the purpose of this regulation, include all services provided by TCCs and other agencies on their behalf.

a. Deviations or exemptions will not be approved unless the user establishes that the DTR does not provide workable methods or procedures. The DTR accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the DTR Administration Office and all agencies concerned will be advised. DTR users involved in the development of advanced logistics systems will establish liaison with the DOD DTR System Administrator. In addition, Service, CINC, and Agency mobility plans will recognize DTR documentation requirements.

b. Maximum use will be made of Automated Information Systems (AIS), Defense Switched Network (DSN), Electronic Data Interchange (EDI), Electronic Mail (e-mail), facsimile (FAX), Worldwide Web (WWW), and the Defense Data Network (DDN) to speed the exchange of DTR data. Services, agencies, and theater commands establish communications methods for clearance authorities, terminals, and related activities requiring DTR data.

c. DTR documents are not classified unless the sponsoring Service assigns a security classification in accordance with (IAW) DOD 5200.1-R, Information Security Program. GSA assigns a security classification IAW Office of the Administrator Publication 1025.2, Information Security. When so classified, the integrity of the classification is protected within the DTS.

C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES

1. The Office of the Deputy Under Secretary of Defense for Logistics (DUSD/L) must:

a. Establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DOD and commercial transportation resources.

b. Chair the DOD Transportation Policy Council, which provides a forum for coordinated review of DOD transportation policies, systems, and programs.

2. The Service Secretaries must:

a. Assign their transportation commands (Military Traffic Management Command (MTMC) of the Department of the Army, Military Sealift Command (MSC) of the Department of the Navy, and Air Mobility Command (AMC) of the Department of the Air Force) in times of peace and war to the Commander-in-Chief United States Transportation Command (USCINCTrans) as TCCs under USCINCTrans' Combatant Command (COCOM).

b. Assign common-user transportation assets of the military departments to USCINCTrans' COCOM, except for those Service-unique or theater-assigned transportation assets.

c. Program, budget, organize, train, and equip forces for assignment to USCINCTrans.

d. Resource and manage their transportation programs, which include base transportation operations, and issue supplemental policy, procedures, and traffic management guidance in support of those operations.

e. Administer and contract for commercial travel office (CTO) services under DOD Instruction 4500.42, DOD Transportation Reservation and Ticketing Services.

3. The Chairman of the Joint Chiefs of Staff (CJCS) must:

a. Staff and submit to the Secretary of Defense (SECDEF), through the Under Secretary of Defense for Acquisition, USCINCTrans, and other officials, for approval:

(1) Changes to procedures for submission of transportation movement requirements to USCINCTrans.

(2) Changes to the transportation movement priority system to ensure its responsiveness to the commanders requiring transportation services.

b. Recommend forces for assignment to USCINCTRANS to the SECDEF for approval, IAW 10 United States Code (U.S.C.), § 162, Combatant Commands: Assigned Forces; Chain of Command.

4. The Service or Agency Headquarters (HQ) transportation staffs must:

a. Provide technical direction, management, and evaluation of the passenger traffic management aspects of the DOD transportation movement program, subject to the overall guidance, policies, and programs established by their Service or Agency and USCINCTRANS.

b. Ensure efficient, responsive, and quality transportation services and compliance with governing laws, directives, and regulations.

c. Direct development and implementation of DOD, Service, or Agency transportation policies, procedures, and programs.

5. The USCINCTRANS must:

a. Exercise COCOM of MTMC, MSC, and AMC in times of peace and war.

b. Exercise COCOM of all assigned transportation assets of the military departments except for Service-unique or theater-assigned transportation assets (i.e., C-130 aircraft, port handling equipment and other transportation assets).

c. Provide management support for Service-unique or theater-assigned transportation assets when agreed to by USCINCTRANS and a Service Secretary or a commander of a unified command, or when so directed by the SECDEF.

d. Submit to the SECDEF, through the CJCS, the Under Secretary of Defense for Acquisition, and such other officials, for approval any changes to transportation, fiscal, procurement, or other DOD policies to implement this regulation.

e. Establish and maintain relationships between the DOD and the commercial transportation industry to develop concepts, requirements, and procedures for the Contingency Response (CORE) Program, the Civil Reserve Air Fleet (CRAF), and the Voluntary Intermodal Sealift Agreement (VISA). Any procedure so developed must take effect upon approval by the SECDEF.

f. Ensure that transportation policy, procedures, and data requirements are fully integrated with overall DOD logistics interfaces.

g. Provide air, land, and sea transportation in peace and war as the DOD single manager for transportation other than Service-unique or theater-assigned transportation assets. USCINCTRANS must align traffic management and transportation single manager responsibilities to achieve optimum responsiveness, effectiveness, and economy in times of peace and war and must perform such additional functions as outlined below:

(1) Exercise COCOM of all assigned forces, to include organizing and employing forces to carry out assigned missions and providing forces in support of other unified commands. USCINCTRANS must exercise COCOM through the TCCs. USCINCTRANS must direct AMC, MSC, and MTMC to perform missions and related responsibilities as noted in Paragraphs C.8, C.9, C.10, and C.11 of this Chapter or as may be necessary to carry out USCINCTRANS-assigned missions.

(2) Apply apportioned/allocated strategic mobility resources as directed by the SECDEF.

(3) Prescribe procedures for the submission of transportation requirements by the DOD Components to USCINCTRANS.

(4) Provide management support for Service-unique or theater-assigned transportation assets, to include pre-positioned ships, to the secretaries of the military departments and the commanders of unified commands at the direction of the SECDEF, or upon request of the Service Secretary or CINC concerned.

(5) Develop, prioritize, and make recommendations through the Joint Chiefs of Staff (JCS) to the secretaries of the military departments and the Under Secretary of Defense for Acquisition on the capability, capacity, characteristics, design, and other requirements for mobility assets needed to execute DOD common-user transportation and strategic mobility objectives. Identify and support programming requirements, along with capital investment strategies, via the Planning, Programming, and Budgeting System.

(6) Establish and maintain relationships between the DOD and the commercial transportation industry (in coordination with the Department of Transportation (DOT), Federal Aviation Administration (FAA), and the National Transportation Safety Board) to promote the seamless transition from peace to war and improve interfaces between the DOD and industry.

(7) Manage the Transportation Working Capital Fund (TWCF) financial operations, to include programming, budgeting, accounting, and reporting. Provide guidance for standardization of rates, regulations, and operational policies and procedures.

(8) Develop and implement, in coordination with the military departments, TWCF manpower management policy to maintain USCINCTRANS' visibility and adequate control of common-user transportation manpower and personnel assets. Establish procedures to program, account for, and document TWCF military and civilian manpower and personnel. Assess the functional impact of proposed manpower increments and decrements to the common-user transportation functions and recommend changes through the CJCS IAW DOD Directive 5158.4 United States Transportation Command.

(9) Control assigned funds made available from the National Defense Reserve Fleet for operations, maintenance, and lease of national defense sealift vessels operated under the TWCF.

(10) Review and analyze Service-proposed organizational and mission changes within the TCCs that impact on the ability of USCINCTRANS to carry out assigned responsibilities.

(11) Ensure the effective and efficient use and control of US Government-owned or commercial strategic mobility resources and capabilities available to the DOD.

(12) Through the TCCs, coordinate and implement transportation and acquisition policy and ensure peacetime and wartime procedural compatibility. Assume financial responsibility through the management of the TWCF account and participate in the acquisition planning, monitoring, and overseeing of TCC procurement execution, as outlined in USTRANSCOM Regulation 110-5, United States Transportation Command (USTRANSCOM) Acquisition Oversight Group (AOG). Develop acquisition strategies for execution by the TCCs to accomplish USCINCTRANS missions. Excluded from these procedures are responsibilities specifically reserved to the Head of the Contracting Activity.

(13) In support of the Service heads of an Agency, take action to facilitate the resolution of USCINCTRANS-unique requirements related to the procurement of transportation services.

(14) Coordinate the forecasting and execution of validated transportation requirements on behalf of the DOD in both peace and war, to include channel approval. Advise the Joint Staff (JS) and other DOD Components when there is insufficient capability to meet requirements and make recommendations for actions to alleviate the shortfall.

(15) Disseminate the necessary information to the DOD and Service authorities to facilitate the smooth flow of programming requirements, transportation movement requirements, and other pertinent information to ensure effective transportation operations within the DOD.

(16) With the approval of the SECDEF and IAW the memoranda of understanding (MOU) with the DOT, augment the strategic mobility capability by activating strategic reserve or mobilization programs, such as CRAF, Ready Reserve Force (RRF), VISA, and the CORE program. Develop policies, requirements, concepts, and procedures and provide direction and oversight for the CORE program, CRAF, RRF, VISA, and other established mobilization programs as assigned.

(a) Upon approval of the SECDEF and in coordination with the Secretary of Transportation (SECTRANS), USCINCTRANS must activate the RRF to meet operations/contingencies/CJCS exercises or, as prudent, take advance action to coordinate and plan with the Maritime Administration (MARAD) the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise the MARAD that activation of the VISA is under consideration and request that the MARAD prepare an economic impact statement. Forward a recommendation to the SECDEF and transmit, for signature, a proposed memorandum to the SECTRANS requesting concurrence in the activation of the VISA. Upon approval of VISA activation, direct the MSC to arrange with ship operators for the acquisition of particular ships.

(b) Activate, with concurrence of the SECDEF, any CRAF stage or segment to fulfill commercial air augmentation of the DOD's airlift fleet.

(c) Recommend, through the SECDEF, in coordination with the SECTRANS, the necessary Presidential action to enable requisitioning of ships IAW 46 U.S.C. § 1242,

Shipping, and 50 U.S.C. § 196, Emergency Foreign Vessel Acquisition; Purchase or Requisition of Vessels Lying Idle in United States Waters.

(17) Serve as the principal DOD focal point with the MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards IAW MOU and/or memorandum of agreements (MOA).

(18) Monitor and evaluate Service readiness programs for active and reserve component units that support USCINCTrans missions.

(19) Coordinate with the unified commands for the protection of USCINCTrans assets, host nation (HN) transportation, negotiate/review international support agreements, and other related support to USCINCTrans forces.

(20) Within mission responsibilities, maintain oversight of those dockets, proposals, and notices of federal, judicial, state, municipal, or other US Government agencies, and commercial entities on rates and services that may affect military transportation and traffic management needs and authorities. Alone or through the components, represent the DOD, or coordinate with DOD or other US Government agencies on legislative, legal, or regulatory issues to protect or promote DOD transportation interests IAW Department of Defense Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.

(21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority, as required IAW Department of Defense Instruction 4000.19, Interservice and Intragovernmental Support, and act as the point of contact (POC) for operational agreements within the DTS.

(22) Nominate the chairperson of the Transportation Committee of the Defense Acquisition Regulatory Council. The Transportation Committee chairperson manages the formulation and evaluation of proposed transportation acquisition policy for inclusion in acquisition regulations.

(23) Conduct deliberate and execution transportation planning for DOD Components IAW the Joint Strategic Planning System (JSPS) and the Joint Operation Planning and Execution System (JOPES).

(24) Coordinate and provide worldwide JOPES training in conjunction with service schools.

(25) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted IAW the JSPS and JOPES.

(26) Integrate, in coordination with the DOD Components and the transportation industry, the DOD transportation-related command, control, communications, and computer systems (C4S) by maintaining the Global Transportation Network (GTN). USTRANSCOM will coordinate and provide worldwide GTN training. GTN is the designated DOD system for intransit visibility (ITV). ITV data timeliness is a critical factor in the effective management of assets moving through the logistics pipeline. The following timeliness criteria are provided to

evaluate current system capabilities and identify improvements of the analysis of impact, cost, and value-added:

- (a) Four hours for all ocean shipments.
- (b) Two hours for all intratheater shipments and passenger movements (all modes).
- (c) One hour for all unit and non-unit equipment shipments.
- (d) One hour for all air shipments and passenger movements.

(27) Promote the development, production, and fielding of transportation and C4S that enhance the effectiveness of the DTS and establish a C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.

(28) Act as the DOD administrator for all transportation data to ensure the automated systems supporting the DTS are compatible and/or interoperable in support of Corporate Information Management (CIM) goals and objectives. Establish and coordinate transportation data standards and protocols and provide transportation data for the logistics portion of the Defense Data Repository System.

(29) Serve as the program manager for Defense Transportation EDI.

(30) Serve as DOD single manager for intertheater medical regulating. Conduct Continental United States (CONUS) medical regulating by exercising authority, direction, and control over the Global Patient Movement Requirements Center (GPMRC). Provide the systems, policies, and procedures to regulate patients into other theaters from combat theaters. Maintain, train, and deploy medical regulating teams (Category A reservists).

(31) Serve as the principal focal point to develop, coordinate, and execute a DOD strategy for production of transportation intelligence to satisfy strategic mobility requirements; develop DOD standards for transportation intelligence products; and coordinate the transportation intelligence production efforts of other organizations under the Distributed Production Program. Produce transportation intelligence in support of USTRANSCOM and component mission planning and execution.

(32) Propose DOD intermodal system policies for the SECDEF approval and prescribe procedures for implementation. Advocate DOD intermodal system programs that must optimize strategic mobility.

(33) Provide direction and oversight for the Joint Logistics Over-the-Shore Program.

(34) Act as lead agent for transportation publications, as assigned by the CJCS or SECDEF.

(35) Operate the Joint Transportation CIM Center (JTCC) to improve the efficiency and effectiveness of the DTS through the application of functional process improvement and the central direction of transportation-related information systems development and migration.

(36) Serve as the DOD advocate to incorporate effective transportation engineering techniques and characteristics into DOD transportation processes, equipment, and facilities.

(37) In coordination with other agencies, provide direction and oversight for all matters dealing with the transportation of hazardous material (HAZMAT).

(38) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.

(39) Perform continuing analysis of the DTS to improve the quality of service to the customer. Change procedures to enhance customer service and make recommendations to the JS and SECDEF for policy changes.

(40) Designate, in consultation with the Services, CONUS Seaports of Embarkation (SPOEs), Aerial Ports of Embarkation (APOEs), Seaports of Debarkation (SPODs), and Aerial Ports of Debarkation (APODs) for deploying/redeploying forces and sustainment during planning and execution. Make recommendations to the theater commanders for designation of Outside Continental United States (OCONUS) SPODs/APODs and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.

(41) Establish Command Arrangement Agreements (CAAs) with the unified commands and enter into a MOA/MOU with other agencies to execute USCINCTrans missions.

(42) Provide operational reports as required by Department of Defense Instruction 4100.31, Reports on Single Manager Operations.

(43) Communicate and coordinate directly with all DOD Components and with other departments and agencies of government in matters relating to USCINCTrans missions.

(44) Serve as the DOD focal point for all international cooperative airlift agreements.

(45) Furnish, through the CJCS, for SECDEF approval, changes to DOD transportation policy.

(46) Perform approval authority functions by coordinating all DTR changes with the Services and DLA.

(47) Perform other missions, as directed by the SECDEF.

6. The Joint Mobility Control Group (JMCG).

a. The JMCG consists of the Mobility Control Center (MCC), the MTMC Operations Center, GPMRC, Joint Intelligence Center Transportation (JICTRANS), and the TCCs command and control (C2) centers.

b. The JMCG is a key end-state objective of the USTRANSCOM Strategic Plan. The JMCG exemplifies the concept of centralized control and decentralized execution of DTS movement requirements and is the focal point to orchestrate and optimize DTS operations in support of the Unified Commanders and other customers. The JMCG improves DTS efficiency and effectiveness through maintaining better visibility of transportation assets and requirements, providing alternative recommendations on transportation options, eliminating redundant functions, improving operations modeling and feasibility estimation, and improving coordination between USTRANSCOM C2 nodes. It provides for an operational environment where execution functions remain at the TCCs. The JMCG overarching responsibilities include:

- (1) Enacting USTRANSCOM's responsibility as the single manager of the DTS.
- (2) Bringing US transportation resources to bear against any movement task.
- (3) Providing visibility of all movement requirements.
- (4) Providing C2 of global mobility forces and other assets.

7. The MCC. USTRANSCOM's MCC is the single location for managing all movement requirements. The MCC is comprised of requirements and customer service teams and includes a meteorological and oceanographic cell (METOC), a medical cell, and an intelligence representative. The MCC serves as the single face to the customer on all requirements moving within the DTS. Transportation requests can be submitted to the MCC through the USTRANSCOM Customer Service portal at <https://customer.transcom.mil>. Click on Channel for individual passengers or call DSN 779-2114 or (618) 229-2114; click on GOPAX for passenger group movements or call DSN 779-1333 or (618) 229-1333; click on SAAM for Special Assignment Airlift Mission movement of passengers or call DSN 779-1114 or (618) 229-1114. The MCC also performs:

- a. Transportation feasibility analyses.
- b. Deployment estimates.
- c. Cost estimates.
- d. Requirements confirmation.
- e. Shortfall identification.
- f. Mode selection.
- g. Requirements consolidation recommendations.

8. TCCs (AMC, MTMC, and MSC) must:
 - a. Take all required actions within law, executive order, and regulation to support USCINCTrans in executing their missions.
 - b. Ensure the effective and efficient use of USTRANSCOM-controlled and commercial transportation services for the DOD.
 - c. Prepare recommendations for USCINCTrans on the design, specifications, and equipping of strategic mobility assets. In collaboration with Government agencies, study, analyze, and recommend improvements in strategic mobility systems.
 - d. Develop, establish, and operate data systems, within the technical and functional parameters and standards established by USCINCTrans and IAW DUSD/L, to integrate DOD transportation information worldwide and provide data for the DOD Components.
 - e. Manage TWCF activities, incur obligations and costs to perform the activity mission, prepare and submit TWCF required transportation financial reports to USCINCTrans/Office of the Secretary of Defense (OSD), and identify to USCINCTrans any impediments to achievement of performance cost goals.
 - f. Submit to USCINCTrans for coordination and analysis any proposed major organizational or manpower changes affecting TWCF functions that would result in activity closure or reduction-in-force of civilian personnel.
 - g. Identify the split between common-user transportation and Service-unique manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code (PEC) or other agreed upon coding established and controlled through USTRANSCOM. Plan, program, budget, account for, and maintain manpower authorization documents for TWCF funded manpower. Coordinate all TWCF funded manpower adjustments with USCINCTrans. Notify USTRANSCOM of any Service-levied manpower or personnel ceilings, constraints, or restrictions impacting TWCF assets.
 - h. Submit acquisition packages for procurement of USTRANSCOM-related transportation services and equipment to USTRANSCOM for review and coordination, as directed in USTRANSCOM Regulation 110-5.
 - i. Develop and submit TWCF program and budget submissions and associated reports to USCINCTrans IAW established procedures.
 - j. Notify USCINCTrans, IAW established procedures, of the receipt or initiation of any claim by or against a contractor in excess of \$1 million.
 - k. Submit to USCINCTrans, for forwarding to higher HQ, all prepared statements and supporting material for congressional hearings and proposed legislative packages. Submit to USCINCTrans copies of responses to congressional inquiries relating to common-user, DTS initiatives.

l. Submit to USCINCTrans, for forwarding to higher HQ, all prepared responses to audit reports relating to common-user, DTS issues. Report to USCINCTrans all DTS-related internal control weaknesses identified under Department of Defense Directive 5010.38, Management Control (MC) Program.

m. Recommend to USCINCTrans policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within CONUS and OCONUS.

n. Review and analyze such proposals, notices, decisions, regulations, laws, etc., of federal, state, and local agencies, courts, legislatures, and commercial entities that affect USCINCTrans' mission.

o. Provide program and budget submissions to the military departments for strategic mobility requirements IAW established procedures. Keep USCINCTrans informed of the status of these requirements while Service programs are under development and after completion of their Program Objective Memoranda.

p. Review, analyze, and submit recommendations to USCINCTrans on Consolidation and Containerization Points (CCPs).

q. Perform strategic deployment analysis of transportation systems. Analyze constraints and capabilities of DTS modes and subsystems that support strategic mobility. Coordinate with other DOD Components on installation outload capability and enhancement programs.

r. In coordination with USTRANSCOM, develop MOA and MOU and other similar documents necessary to formalize commitments of transportation services within the limits of the policies prescribed by this regulation. Examine all such documents to bring them in compliance with this regulation and submit them to USCINCTrans for approval prior to final signature.

s. Provide deliberate and execution-planning support to USTRANSCOM to ensure effective and efficient use and control of transportation assets and services.

t. Provide USCINCTrans with copies of internal regulations concerning the acquisition of transportation services. Coordinate with USCINCTrans all changes, revisions, and new internal regulations that would either require subsequent action from USCINCTrans or that would supplement specific USCINCTrans guidance previously received.

u. Provide recommendations for and information pertaining to diversions of cargo, personal property, and passengers within the DTS. Diversions must be made only with concurrence of the affected shipper, Service, Agency, or CINC.

v. When designated, develop and publish transportation publications as assigned by USCINCTrans.

w. Serve as the USTRANSCOM POC for the establishment, amendment, or clarification of rules and regulations of the regulatory bodies governing safe and secure transportation of explosives and other HAZMAT.

- x. Inform USCINCTRANS of Service-assigned missions.
 - y. Perform other mission tasks as directed by USCINCTRANS.
 - z. Procure commercial transportation services, to include data reporting requirements.
9. The Commander AMC must:
- a. Act as single manager, on behalf of USTRANSCOM, for airlift, intertheater, intratheater, and CONUS aeromedical evacuation, aerial refueling support, and support services to the DOD Components as required by USCINCTRANS.
 - b. Be responsible for all airlift procurement and negotiation and serve as the single face to industry for airlift matters.
 - c. Recommend the size of passenger groups and the size of release unit cargo, in conjunction with USTRANSCOM and affected DOD Components.
 - d. Prepare short-range and long-range forecasts of strategic air transportation requirements and match them with capabilities of the DOD, based on an evaluation of requirements.
 - e. Procure all commercial air mobility services. Administer and negotiate the Airline City Pairs Contract in conjunction with GSA and in coordination with DOD components.
 - f. Administer and execute the CRAF program. Recommend to USCINCTRANS the activation of CRAF, to include required stage(s) and/or segment(s) to meet airlift/aeromedical requirements. Prepare documentation to activate the CRAF and 49 U.S.C. Chapter 443, Insurance. Obtain Secretary of the Air Force Indemnification Program activation and waivers. Monitor and manage AMC-assigned missions of these forces upon activation.
 - g. Perform capability inspections (semi-annually) necessary to certify air carriers for the safe movement of DOD cargo and passengers. Interface with other Federal Agencies to determine civil air carrier eligibility and suitability to provide service.
 - h. Operate a worldwide passenger reservation system for international travel aboard AMC transport aircraft and commercial contract airlift.
 - i. Provide USCINCTRANS information on the availability of AMC organic and controlled commercial strategic air mobility capability.
 - j. Through USTRANSCOM, serve as the DOD focal point for international cooperative airlift agreements.
 - k. Provide host support for USTRANSCOM, including contracting and personnel support.

l. Operate, or arrange for operation of, common-user aerial ports/air terminals within CONUS or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

m. Act as the sole negotiator within CONUS with commercial firms on rates and other matters incidental to air transportation of freight.

n. Provide USCINCTrans information on the availability of AMC-owned and AMC-controlled commercial air mobility capability.

o. Act as single POC with commercial airline industry for USTRANSCOM for procurement of DOD domestic and international airlift services.

p. Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.

q. Determine and arrange the best means available for obtaining supplemental surface transportation (i.e., bus service incidental to commercial air movement).

10. The Commander MTMC must:

a. Provide surface and surface intermodal traffic-management services, common-user ocean terminal support, and transportation engineering support to the DOD Components as directed by USCINCTrans. Provide surface rates, routing, and carrier performance quality control.

b. Negotiate rates and other matters incidental to surface transportation of freight, passenger, and personal property within CONUS and, as directed by USTRANSCOM, intermodal rates.

c. Negotiate and administer the DOD Personal Property Shipment and Storage Program, as directed by the USTRANSCOM, administer the DOD Privately-Owned Vehicle Import Control Program, and act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property.

d. Operate, or arrange for operation of, common-user ocean terminals within CONUS or OCONUS based on agreements with the theater commanders, to include contracting for terminal services.

e. Manage the Defense Freight Railway Interchange Fleet, which is required to supplement the capability of commercial transportation carriers.

f. Administer the US Government car/van/truck rental program.

g. Administer the surface commercial carrier quality assurance program.

h. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.

- i. Provide ocean cargo booking for the DOD Components.
- j. Arrange for movement of DOD-sponsored surface export cargo and act as the ocean cargo clearance authority IAW this regulation.
- k. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense and administer other modal national defense programs as directed by the SECDEF.
- l. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.
- m. Administer and execute the CORE Program. Recommend to USCINCTrans the activation of the CORE Program.
- n. Provide USCINCTrans with information on the availability of MTMC-controlled commercial mobility capability.
- o. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DOD Components.
- p. Consolidate peacetime shipper service and unified commands surface transportation requirements and provide these to MSC. During contingency or wartime, assist USCINCTrans with the clarification and consolidation of surface requirements from supported unified commanders.
- q. Operate an Operations Center with the mission to serve as the single USTRANSCOM focal point for the execution of surface intermodal movements within the DTS and with the following responsibilities:
 - (1) Procure and book surface intermodal movement requirements.
 - (2) Maintain intermodal shipping schedules and the Integrated Booking System (IBS).
 - (3) Provide the Defense Finance and Accounting Service (DFAS) with supporting documentation to generate customer bills.
 - (4) Manage related support systems.
 - (5) Negotiate ocean rates and, as directed by USTRANSCOM, intermodal rates and related services to meet DOD ocean and intermodal transportation requirements. Perform Administrative Contracting Office (ACO) and Contracting Officer's Representative (COR) duties.
- r. Upon request of AMC, provide data residing in Statistical Collection of Passenger Travel (STATCO) for use in the GSA Airline City Pairs Contract.

s. Be responsible for all surface passenger procurement negotiations and serve as the single face to the surface passenger carrier industry.

t. Administer the DOD Military Bus Agreement.

u. Administer the DOD Military Rail Agreement.

11. The Commander MSC must:

a. Provide ocean transportation, including ocean movement and support services, to the DOD Components as directed by USCINCTrans.

b. Provide USCINCTrans and MTMC with information on the availability and status of ships in the Government-owned and MSC-controlled fleet, including chartered commercial ships.

c. Charter vessels.

d. Oversee the RRF in concert with MARAD, oversee ships requisitioned, and exercise operational control over those mobilization forces on behalf of USCINCTrans.

e. Recommend to USCINCTrans activation of the RRF, requisitioning of US-owned ships, or the acquisition or activation of foreign ships or other established mobilization programs IAW 50 U.S.C. § 196, and Department of Defense Directive 4140.1, Materiel Management Policy.

(1) When activation is under consideration, MSC, based upon information provided by the JCS/CINCs through USCINCTrans, must inform the MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USCINCTrans, MSC must request that the MARAD activate required RRF ships. Operational control of ships must be transferred from the MARAD to the MSC at activation.

(2) RRF activation, IAW law, is authorized under the following criteria:

(a) To meet a need for sealift capacity that can only be satisfied by a ship in the RRF, subject to conditions contained in the DOD and DOT MOA.

(b) To support deployment, sustainment, redeployment, and other transportation requirements of US armed forces in military contingencies.

(c) In support of CJCS exercises.

(d) For civil contingency operations upon orders from the NCA.

(e) Testing for readiness and suitability for mission performance.

(f) In connection with a transfer.

(3) Ships activated IAW the above will not be in competition with, substitute for, or displace privately owned US flag vessels.

(4) MSC, in conjunction with USTRANSCOM, must determine the RRF ship(s) to be used to support the customer's lift requirements based upon availability, suitability, cost, and other factors. Ship activation dates must be a part of the selection process used to ensure different ships are activated. MSC must coordinate with the MARAD for the activation of requested ship(s).

(5) The requirement to activate RRF shipping to test for readiness and operational performance must be considered in the determination of ship activation for use in a contingency deployment or an exercise. Periodic activation is required to ensure ships are able to meet their breakout schedules and to enhance the readiness of the RRF. MSC must coordinate with the MARAD to preclude the activation of the same vessel repeatedly and to ensure the RRF Activation Plan is followed.

(6) When activating ships, USTRANSCOM and MSC must determine the type of ship best suited to complete a mission by utilizing factors discussed in Paragraphs 11.e.(2)(b) through 11.e.(2)(e) above and known funding constraints. When activating RRF ships, MSC will use the RRF Activation Plan and lift requirements to decide which ship(s) will be nominated to support an operation, mission, or exercise.

(7) Upon Presidential approval of authority to requisition ships, and when directed by USCINCTrans, MSC will request that the MARAD requisition specific ships, which must be transferred from the MARAD to the MSC after they are requisitioned.

f. Act as the USTRANSCOM scheduling authority for ocean transportation (sealift) ships to support DOD requirements.

g. Study, analyze, and recommend requirements for ocean transportation systems.

h. Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo, and efficient use of ship space.

i. Billet and exercise control of all passengers aboard MSC ships. Administrative control may be exercised by the Services concerned. Assignment of supercargo personnel will be managed by MSC in coordination with MTMC.

j. Coordinate MSC operations with port authorities.

k. Promote the requirements, development, protection, and fielding of C4S to support ITV for ocean transportation.

12. The Area, Activity, or Installation Commander (or their delegated representative(s)) must appoint a member or civilian employee (not a contractor) as Transportation Officer (TO) to execute DOD traffic management policy and procedures to obtain transportation services. The appointed TO must be a fully trained and equipped member/employee of the activity or installation commander's technical staff. The appointment must be accomplished by special

order of the area, activity, or installation commander IAW regulations of the military departments concerned.

13. The TO must:

a. Provide efficient, responsive, and quality transportation services within the assigned geographic area of responsibility and ensure compliance with governing laws, directives, and regulations.

b. Provide technical direction, management, and evaluation of the traffic management aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM and DOD Components.

(1) Prepare and edit travel and shipment documentation to ensure quality data and timely submission to support total movement business processes IAW DUSD/L timeliness criteria.

(2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.

c. Act as a COR, alternate COR, or ordering officer when commercial travel offices and other related traffic management functions are served under contracts.

d. Appoint one or more members, civilian employees, or contractor personnel as a transportation agent (TA) to assist the TO in his/her responsibilities. A letter may accomplish this; the letter is to be retained in the transportation office. Service-unique procedures may require the TOs to request TAs be appointed by their commander.

14. A Mobility Officer (MO) is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. Responsibilities are further covered in DOD Component regulations.

15. Departure/Arrival Airfield Control Group, Port Support Activity, Beach and Terminal Operations, or Tanker Airlift Control Element (TALCE) must act as a focal point between the unit requiring movement and the arrival and departure point activity at the Port of Embarkation (POE) and Port of Debarkation (POD).

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CHAPTER 102

GENERAL TRAVEL PROVISIONS

A. TRAVEL AUTHORITY

The TO must procure transportation, travel related services and authorized accommodations upon receipt of orders as defined in Joint Federal Travel Regulations, Volume 1, (JFTR) Uniformed Service Members, par. U2100, General, and U2115, Orders for Travel and Reimbursement, and Joint Travel Regulations, Volume 2, (JTR), Department of Defense (DOD) Civilian Personnel, par. C3050, Authorization in Writing. Applicants for enlistment, rejected applicants for enlistment, and rejected registrants are provided travel by the local recruiting unit and not by the local TO.

B. DUAL COMMITMENT TRANSPORTATION

Dual commitment transportation refers to travelers or government entities that make duplicate bookings on any mode of transportation, or are working to have two types of air transportation (military and commercial). Commercial air transportation will not be requested or scheduled for DOD group travel (defined for this purpose as 10 or more seats) unless all actions to obtain military air transportation have been terminated. DOD travelers and government entities will practice prudent use of all modes of commercial transportation to enable the DOD to continue to access low cost commercial travel.

C. ROUTING

1. General.

a. Commercial air transportation must be used for DOD passengers in the CONUS except when military transportation is essential to meet training or mission requirements, or when opportune capability is generated as a result of training or logistics support requirements. For international travel, the TO arranging transportation will route passengers IAW DOD policy as stated in Chapter 103.

b. When travel orders do not direct a specific mode of transportation, or the directed mode is not available, the TO arranging transportation must route passengers using the best value that meets mission requirements, within established DOD policy.

c. Transportation of dependents must be IAW JFTR, Chapter 5, Part C, Dependent Travel and Transportation Allowances and JTR, Chapter 7, Dependent Travel and Transportation Allowances, or other DOD and Service regulations governing travel.

2. Initial Training Station. The routing of recruits, enlistees, and inductees from Military Entrance Processing Stations (MEPS) to initial training stations must be IAW Passenger Standing Route Orders (PSROs). MEPS must coordinate with MTMC to establish and maintain PSROs.

D. RESERVATIONS

TOs must use prudent traffic management practices to determine modes of travel and which activity (CTO, AMC, MTMC, or USTRANSCOM/MCC) to use in obtaining reservations and routing. Transportation requests can be submitted to the USTRANSCOM MCC (See Chapter 101, Paragraph C.7 for information on contacting the USTRANSCOM MCC). When transportation reservations have been confirmed and changes are required, notifications of the change must be made expeditiously by all entities involved. TOs must instruct travelers, or persons in charge of group movements, that it is their responsibility to contact the TO and cancel or change reservations immediately if circumstances prevent use of the accommodation reserved.

E. PSRO

1. A PSRO is designed to support repetitive DOD travel requirements and must be arranged through MTMC. After receiving a PSRO, the TO will request the CTO to make passenger reservations. MTMC must notify AMC of requirements for PSRO negotiations.

2. A PSRO designates the following:

- a. Origin point.
- b. Destination point.
- c. Mode of transportation.
- d. Carrier(s) to be used.
- e. Schedules to be used.
- f. Fare information.
- g. Other instructions.

3. Identification. Each PSRO must be identified by a discrete 17-position alphanumeric code assigned by MTMC/MTPP-AR, Recruit Movement Branch, e.g., PSROIL01104A10120. An example of a sample code is in Figure 102-1.

4. Changes To or Cancellation of a PSRO. When changes occur in military requirements or in local conditions that may warrant the revision of the PSRO, such information must be promptly furnished to MTMC/MTPP-AR for consideration and action. Except as provided in Paragraph 6 below, a PSRO must not be changed or canceled by TOs or MEPS personnel without approval of MTMC/MTPP-AR.

5. Government Travel Request (GTR) Entry. See Appendix L for the specific GTR entry required for a movement under a PSRO.

6. Exceptions.

a. If unusual conditions preclude use of routing instructions covered by a PSRO, routing must be arranged locally as provided in Paragraph C of this Chapter. If arrangements are made for other than a one-time situation, such information must be furnished to MTMC/MTPP-AR.

b. Routing for group movement of recruits, enlistees, and inductees by special train or charter air service must be requested from MTMC/MTPP-AR IAW the provisions of Paragraph C of this Chapter.

Example:							
1-4	5-6	7-8	9	10-11	12-13	14-15	16-17
PSRO	IL	01	1	04	A1	01	20
Position: 1-4							
Code: PSRO							
Explanation: Movement designator (PSRO)							
Position: 5-6							
Code: IL							
Explanation: State code (Illinois 2-digit state code, alpha)							
Position: 7-8							
Code: 01							
Explanation: City code (Origin MEPS or Installation)							
Position: 9							
Code: 1 (for Army)							
Explanation: Service code							
Position: 10-11							
Code: 04 (Ft. Benning)							
Explanation: Training site code (Destination)							
Position: 12							
Code: A							
Explanation: Mode code (Commercial Air)							
Position: 13							
Code: 1 (for 2001)							
Explanation: Current year (last numeric digit of year)							
Position: 14-15							
Code: 01 (for January)							
Explanation: Current month (2-digit, numeric)							
Position: 16-17							
Code: 20							
Explanation: Current day (2-digit, numeric)							

Figure 102-1. Explanation of a PSRO Number

F. GROUP MOVEMENTS

1. Procedures for Arranging Group Moves.

a. Submission of Requests. Requests must be received by the TO at least 72 hours prior to the proposed departure.

b. Need for Unclassified Travel Information. When any type of commercial transportation is requested, the origin, destination, and movement date must be unclassified so that negotiations can be conducted with commercial carriers.

c. Requests must contain the following information:

(1) Identification of group (such as unit designation, students, Reserve Officer Training Corps).

(2) Type of travel (permanent change of station (PCS), temporary duty (TDY), or temporary additional duty (TAD) travel).

(3) Number of persons. Show officers, enlisted, or other separately; for movement of patients, show number of litter patients or ambulatory patients and attendants separately; for prisoner movements, show prisoners and guards separately; indicate separately when female personnel are included.

(4) Origin and destination of travel.

(5) One-way or round-trip travel.

(6) Date and time of availability for movement; include return movement information if round-trip; when specific time and date of departure are requested. Regardless of the comparative cost, furnish reason.

(7) Deadline for arrival at destination.

(8) Estimated weight of personal baggage per person.

(9) Estimated weight and cube dimensions of largest articles and brief description of military impedimenta to accompany troops in passenger service; ammunition should be indicated separately and identified whether small arms or high explosive.

NOTE: When arranging for group passenger charter movements, refer to Figure 102-2, for planning weight instructions.

STANDARD PLANNING WEIGHTS

1. General. Actual weights will always be used when manifesting passengers on commercial aircraft. Actual weights should be used for DOD organic aircraft. Use of standard planning weights is authorized on DOD organic aircraft for contingencies or wartime situations only where time does not allow for obtaining actual weights.
2. Standard Planning Weights. The following will be used as planning weights for combat equipped troops being deployed on DOD organic aircraft:
 - a. Passengers with web gear and weapon or with carry-on baggage:
 - (1) Combat: 210 lbs
 - (2) Training: 210 lbs
 - b. Passengers with web gear, weapon, and rucksack or combat equipment/tools:
 - (1) Combat: 300 lbs
 - (2) Rucksacks: Training 40 lbs; combat 80 lbs
 - c. Passengers with duffel bag, web gear, weapon, and rucksack or with duffel bag and combat equipment or tools:
 - (1) Training: 350 lbs.
 - (2) Combat: 400 lbs
 - d. Parachutist with web gear, weapon, and rucksack:
 - (1) Training: 300 lbs
 - (2) Combat: 350 lbs
 - e. Parachutists with no weapon or equipment: 220 lbs.

Only under contingency or wartime situations when time does not permit obtaining actual weights will standard planning weights be used in lieu of actual weights for manifesting passengers or cargo on military aircraft.

If scales are not available, interrogated weights of individuals can be used.
3. The following weights will be used for planning the deployment of non-combat equipped troops on DOD aircraft:
 - a. Passenger with no bag: 175 lbs.
 - b. Passenger with hand-carried bag: 195 lbs.
 - c. Additional planning weights:
 - (1) Hand-carried weapon: 10 lbs.
 - (2) Mobility bags: 25 lbs.
 - (3) Mobility pack (mask, web gear, and helmet): 20 lbs.
 - (4) Tool Box: 55 lbs.
 - (5) Checked baggage: 70 lbs.
4. The following planning weights and procedures apply to individuals transported on AMC-chartered commercial aircraft:
 - a. Non-combatant equipped troops: 175 lbs.
 - b. Combat-equipped troops with carry-on bag only: 210 lbs.
 - c. Combat-equipped troops with web gear and weapon: 210 lbs.
 - d. Combat-equipped troops with web gear, weapon, and carry-on baggage: 230 lbs.
 - (1) These weights are for planning purposes only. NO standard body weights will be used for troops transported on commercial aircraft. Use actual scaled weights of individuals with uniform, boots, helmet, weapon, web gear, and hand-carried bag.
 - (2) If scales are not available, interrogated weights of individuals can be used. After asking each individual their weight, use the following additive item weights as necessary to determine total weight of the traveler:
 - (a) Boots: 5 lbs.
 - (b) Helmet: 5 lbs.
 - (c) Uniform: 5 lbs.
 - (d) Web gear: 12 lbs.
 - (e) Weapon: 10 lbs.
 - (f) Hand-carried bag: 20 lbs.

All items transported in the cargo compartment of a commercial aircraft must be weighed.

Figure 102-2. Standard Planning Weights

(10) Method of subsistence during travel: meal tickets/check, cash, or dining car.

(11) Class, type, and capacity of motor carrier equipment required, if commercial highway transportation is desired.

(12) Number and type of transportation units required for baggage and impedimenta to accompany troops in passenger service, or required to be used when a training and loading exercise is contemplated; when equipment is to be used for training and loading exercises, the request for routing should so specify. DOD Components are responsible to ensure baggage is made available to loading crews regardless of mode of transportation used.

(13) Positioning requirement for loading of carrier equipment (street, building, railhead, etc.).

(14) Special passenger equipment or special accommodations for patients and attendants or prisoners and guards; serial number of government-owned equipment must be included.

(15) Statement indicating the requester has terminated attempts to arrange government mode(s) of transportation and fully intends to use the commercial air being requested.

(16) Name/rank or grade, address, and duty, fax, and home telephone numbers for the POC.

(17) Passenger name list information must include the following information:

Traveler Identification (ID) Social Security Account Number (SSAN)	Mandatory
Rank	Mandatory
Service Code Army (A), Air Force (AF), Navy (N), Marine Corps (MC), Coast Guard (CG), Civilian (CIV)	Mandatory
Last Name	Mandatory
First Name	Mandatory
Middle Initial	Mandatory
Gender Male (M) or Female (F)	Mandatory
Passenger Weight (actual needed for manifest)	Optional (except for air full plane charter)
Unit Identification Code (UIC)	Optional
Unit Name Identification (In Clear Name)	Optional
Blood Type (A+, B-, B+, O-, O+, etc.)	Optional
Military Occupational Specialty (MOS) or Air Force Specialty Code (AFSC)	Optional
Special Duty Indicator	Optional
Travel Points of Origin and Destination	Optional
Fund Citation (CITE) (for Charter Air)	Optional

(18) User fund CITE/Transportation Account Code must be provided at the time of request. In the event an airlift charter meets transportation needs and is approved by the TO, a TWCF funded contract will be awarded and DFAS will bill users for reimbursement. Note: GTRs must not be issued for payment of airlift charter movements.

d. After the transportation arrangements have been made, the TO will provide the requester all pertinent transportation information, i.e., commercial carrier, flight numbers, schedules, dates, costs, movement symbol and number, and meal service. The TO then prepares the required transportation documents, tickets, and DD Form 1341, Report of Commercial Carrier Passenger Service. (See Figure 102-3.) For air movements, mail the DD Form 1341 to HQ AMC/DOY, 402 Scott Drive, Scott AFB, IL 62225-5302; for bus movements, mail to HQ MTMC/MTPP-AS, 200 Stovall Street, Alexandria, VA 22332-5000.

REPORT OF COMMERCIAL CARRIER PASSENGER SERVICE										
(Prescribed by DoD 4500.9-R)										
1. SCHEDULED PAX		2. ACTUAL PAX		3. DATE (YYYYMMDD)			4. CAM/MAIN/MRO NUMBER		5. PSRO NUMBER	
6. NAME OF ORIGIN ACTIVITY						7. NAME OF DESTINATION ACTIVITY				
8. GROUP LEADER						9. DESTINATION TRANSPORTATION OFFICER TELEPHONE NUMBER		10. HQ MTMC DUTY OFFICER TELEPHONE NUMBER		
a. NAME (Last, First, Middle Initial)			b. RANK/GRADE							
c. UNIT/COMMAND NAME			d. TELEPHONE NUMBER			11. NAME OF AIR CARRIER/BUS COMPANY				
e. UNIT/COMMAND ADDRESS (Include ZIP Code)										
14. AIR CARRIER PASSENGER SERVICE (X as applicable)						15. COMMERCIAL BUS SERVICE (X as applicable)				
AREAS TO BE RATED		UNSATIS-FACTORY	MARGINAL	SATIS-FACTORY	VERY SATIS-FACTORY	EXCELLENT	AREAS TO BE RATED		YES	NO
a. Check-in convenience							a. Interior and exterior of bus cleaned.			
b. Courtesy of passenger agents							b. Lavatory clean and functional with sufficient tissue, towels, soap, and water, if applicable.			
c. Flight information display							c. Equipped with first aid kit.			
d. Promptness in boarding aircraft							d. Clean headrest covers supplied for each seat.			
e. Baggage handling							e. Overhead rack space provided for coats, hats, and parcels.			
f. Meal service							f. Temperature controlled so as to ensure passenger comfort regardless of outside temperature.			
g. Aircrew courtesy							g. Lighting adequate to service needs of individual passengers.			
h. Aircraft cleanliness							h. Carrier personnel neat, courteous, and helpful.			
i. Aircraft cabin temperature							i. Carrier arranged for clean and sanitary meal stops. Meals consisted of good quantity, quality, and variety.			
j. Announcements (Timing, Clarity, Content)							j. Meal stops made during specified meal hours.			
k. Arrival timeliness							k. During movement, bus operator briefed person in charge concerning irregular events and reasons for delay.			
l. Flight safety							16. REMARKS (Continue on back if necessary)			
m. Overall flight rating										

DD FORM 1341, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE

Designed using Perform Pro, WHS/DIOR Sep 98

Figure 102-3. DD Form 1341, Report of Commercial Carrier Passenger Service

VEHICLE INSPECTION CRITERIA	DUTIES OF GROUP LEADER
<p>COMMERCIAL BUS MOVEMENT STANDARDS OF SERVICE AND SURVEILLANCE CHECKLIST</p> <p>Section I – Identification Data</p> <p>Section II – Driver Documents</p> <ol style="list-style-type: none"> 1. Drivers license 2. Medical certificate 3. Driver's record of duty status (log) 4. Vehicle Inspection Report <p>Section III – Vehicle Inspection (Walk Around)</p> <ol style="list-style-type: none"> 1. Parking brake 2. Front of bus <ol style="list-style-type: none"> a. Proper lighting b. Windshield wipers c. Cracked windshield 3. Left side of bus <ol style="list-style-type: none"> a. Wheels and rims b. Front tires (4/32" tread depth required) 4. Rear of bus <ol style="list-style-type: none"> a. Exhaust system b. Oil leaks c. Tail lights, turn signals, stop lights, and emergency flashers 5. Right side of bus <ol style="list-style-type: none"> a. Wheels and rims b. Rear tires (2/32" tread depth required) 6. Air loss rate (air leak) 7. Low air warning device 8. Fuel system 9. Exterior appearance <p>Section IV – Interior Inspection</p> <ol style="list-style-type: none"> 1. Fire extinguisher (properly secured) 2. Emergency warning devices 3. Standee line and sign 4. Seats properly secured to flooring 5. Lavatories clean, door lock operational, towelettes supplied if no fresh water system 6. Temperature control 7. Emergency push-out windows operational and properly marked <p>Section V – Carrier Responsibilities</p> <ol style="list-style-type: none"> 1. Meal stops and driver exchange points <p>Section VI – Miscellaneous</p> <ol style="list-style-type: none"> 1. Buses spotted on time, sufficient seating, and baggage space 	<ol style="list-style-type: none"> 1. Serve as the intermediary between all group members and carrier representatives. 2. Responsible for handling of GTRs and any other accountable documents. 3. Prohibit the completion or alteration of carrier tickets by personnel other than bona fide employees of the carrier. 4. Properly dispose of any unused GTRs or other accountable documents. 5. Ensure baggage is positioned for carrier loading. Carrier representative will load baggage. 6. Notify originating and destination TO in the event of unusual delays. 7. Observe condition of carrier equipment prior to departure utilizing vehicle inspection criteria listed. Contact the TO on any disputed items. 8. Annotate meal ticket with actual number of meals provided. 9. Notify TO when any personnel are hospitalized, deceased, or missing. 10. Complete the DD Form 1341 and turn in to the TO. <p>16. REMARKS <i>(Continued)</i></p>

DD FORM 1341 (BACK), SEP 1998

Figure 102-3. DD Form 1341, Report of Commercial Carrier Passenger Service (Cont'd)

e. Reporting Changes.

(1) Reporting changes is critical. Commercial carriers may impose penalties for failure to report changes or cancellations on scheduled or chartered service. Once a group move has been finalized, the traveling unit is responsible for reporting to the TO any changes that may affect the move, e.g., an increase or decrease in passenger count, changes in baggage or impedimenta requirements, changes in dates or time, or cancellation of all or part of arranged transportation.

(2) The group leader must ensure the TO is advised of changes to passenger group movements arranged through USTRANSCOM/MCC as soon as possible.

f. Designating a Group Leader. A responsible member of the group, usually the senior ranking individual, is designated as the group leader. The group leader serves as the intermediary between all members of the group and the carrier representatives and is responsible for reporting to the TO any changes or problems encountered by the group during travel.

g. Briefing the Group Leader. Prior to travel, the TO or staff must brief and provide written instruction to the group leader and, if possible, the entire group. The briefing must include, but not be limited to, the following:

(1) The group leader is not authorized to make changes or to cancel any travel arrangements unless specifically authorized by the origin TO.

(2) A review of the travel documents provided and their proper use, e.g., GTR(s), commercial airline tickets, meal tickets/cards, and the DD Form 1341.

(3) Accuracy of passenger manifests.

(4) Schedule date and time of departure, route, symbol and numbers, and scheduled date and time of arrival at destination.

(5) The disposition of all unused transportation requests, totally and partially unused tickets, and other transportation documents.

(6) Number and types of meals to be provided. (When meal tickets are used, address the need for certifying the meal ticket for the exact number of meals served by the vendor).

(7) Baggage handling.

(8) Completion and distribution of DD Form 1341.

(9) Availability of life insurance, and procedures to be followed when personnel are hospitalized, deceased, or missing enroute.

(10) Action to be taken in the event of an unusual delay enroute.

(11) Requirement to observe the condition of carrier equipment prior to departure, enroute, and at destination. All damage will be noted and called to the attention of the carrier representative. If member(s) of the group inflict damage, the "Remarks" portion of DD Form 1341 must be completed following the instructions shown there.

(12) Prohibition against completion or alteration of carrier tickets by personnel other than bona fide employees of common carriers.

(13) Responsibility to ensure all weapons are unloaded prior to movement by any mode. (See Appendix I.)

(14) Payment for charter bus moves may be transacted by a government-issued travel credit card, presenting the original GTR to the driver, or IAW carrier instructions.

(15) Responsibility to ensure actual (interrogated) weights of personnel and actual weights of bags (Air only) are used unless in direct support of forces alerted for or engaged in general war or national contingency operations.

G. MILITARY PRISONER WITH GUARD

When commercial transportation is used for moving prisoners under guard, the movement must be accomplished in a manner that permits the least possible contact with the general public. Consideration must be given to all modes in selecting the type of transportation that best meets military requirements.

H. ABSENTEES, STRAGGLERS, OR OTHER MEMBERS WITHOUT FUNDS

Absentees, stragglers, members on authorized leave without funds, or members who become separated from the remainder of the group while in a travel status may be furnished travel on a cost charge basis. See DOD Component publications for determining published tariff rate application. Travel must be IAW JFTR, par. U7400, Prior Orders. (For dependents, see JFTR, par. U5237, Dependents' Transportation When Transportation Documents or Funds Are Lost or Stolen.) There are no provisions for transportation of civilian employees under these conditions.

I. APPLICANTS, REGISTRANTS, AND OTHERS

Applicants and rejected applicants for enlistment, registrants and rejected registrants, members discharged because of fraudulent enlistment, applicants for flight training, members discharged under other than honorable conditions, and discharged and/or paroled prisoners are entitled to transportation IAW JFTR, Chapter 7, Travel and Transportation Allowances Under Special Circumstances and Categories.

J. DEPENDENT TRAVEL

This Paragraph prescribes air, rail, and bus accommodations to be provided to dependents of members and DOD civilian employees for travel by commercial and AMC transportation.

1. Authority.

a. Member's Family Member. Transportation of dependents is authorized by JFTR and DOD regulation.

b. Civilian Employee's Family. Transportation of dependents is authorized by JTR and DOD regulation.

2. Transportation of Military Dependents.

a. Application by Member. CONUS transportation furnished to military dependents must be supported by dependent travel orders; or member's orders; or DD Form 884, Application for Transportation for Dependents, (Figure 102-4), supported by proper travel authority, i.e., member's travel order. When concurrent travel is authorized, dependents may travel with the member. OCONUS transportation furnished to military dependents must be supported by the sponsor's concurrent travel order or dependent travel authorization that include the name, relationship, and dates of birth of dependents. When different accounting symbols, projects, or other subdivisions are included on one GTR, the number of persons chargeable to each subdivision must be clearly shown.

b. Distribution of DD Form 884. For Army, Marine Corps, and Navy sponsored dependent travel, the DD Form 884 must be prepared in duplicate. The original, signed by the applicant, must be retained with a copy of the member's travel order, GTR file copy, and other documentation for each member's case file. The duplicate copy must be given to the applicant. An additional signed copy must be forwarded to the member's receiving finance and accounting office when issued under CTO billing procedures.

c. Application by Other Than Member. When it is otherwise impossible or impractical for a member to execute the application, a responsible adult dependent possessing a valid power of attorney may certify and sign all documents relating to the application. In such cases, the dependent signing the documents must attach a sworn affidavit attesting to the dependency, by name, of all persons listed on the application. Transportation may be provided for dependent travel using the casualty report.

d. Overseas Movement of Navy Dependents. TOs must be knowledgeable of, and ensure that, various requirements for moving Navy dependents overseas, e.g., medical screening, accomplishment of dependent entry approval, passport/Visas, and required obligated service (retainability) are met.

e. Self-Procurement. DOD Components may provide their own guidance and restrictions for self-procurement of transportation.

APPLICATION FOR TRANSPORTATION FOR DEPENDENTS			DOD COMPONENT	
THE PRIVACY ACT OF 1974. AUTHORITY: 37 U.S.C.. 406 (Military); 5 U.S.C.. 5724 (Civilian). THE PRINCIPAL PURPOSE: Application for transportation-in-kind of dependents with CONUS used as an authority to issue transportation requests in absence of dependent travel orders. ROUTINE USES: Used in lieu of dependent travel orders by transportation offices to issue transportation requests within CONUS. VOLUNTARY: However, if information is not furnished, transportation would not be furnished.				
NAME OF APPLICANT <i>(Last, First, MI)</i>		RANK	GRADE	FILE or SERVICE NO./SSN
SHIP OR STATION				
NAME OF DEPENDENT FOR WHOM TRANSPORTATION IS REQUESTED <i>(Last, First, MI)</i>		RELATIONSHIP <i>(Adopted son, step-dau., etc.)</i>	DATE OF BIRTH <i>(Children)</i> <i>(YYYYMMDD)</i>	LOCATION AT TIME OF RECEIPT OF ORDERS ** <i>(City, State)</i>
*If other than a lawful spouse or unmarried legitimate child under 21 years of age of a member, complete applicable certificates below.				
PRESENT ADDRESS OF DEPENDENTS <i>(Street Address, City, State and ZIP Code)</i>				
OLD PERMANENT STATION		NEW PERMANENT STATION		DATE OF ORDERS <i>(YYYYMMDD)</i>
TRANSPORTATION REQUESTED <i>(FROM)</i> <i>(City, State)</i>		<i>(TO)</i> <i>(City, State)</i>		<i>(VIA)</i> <i>(ROUTE)</i> <i>(City, State)</i>
DATE OF DEPARTURE <i>(YYYYMMDD)</i>	BY <i>(Air, Rail, etc.)</i>	FOR TRAVEL OUTSIDE THE US, IS GOVERNMENT AIR TRANSPORTATION ACCEPTABLE FOR YOUR DEPENDENTS YES <input type="checkbox"/> NO <input type="checkbox"/>		
Travel is from other than vicinity of old station or to other than vicinity of new station, state reasons; if orders were received during temporary absence of dependents from old duty station, explain necessity for their return thereto prior to proceeding to new station.				
I CERTIFY THAT TRANSPORTATION FOR PERSONS LISTED ABOVE, WHO WERE MY DEPENDENTS ON THE EFFECTIVE DATE OF APPLICABLE ORDERS, IS BEING REQUESTED WITH THE INTENT OF ESTABLISHING A BONA-FIDE RESIDENCE. I FURTHER CERTIFY THAT I HAVE NOT MADE APPLICATION OR SUBMITTED CLAIM FOR TRANSPORTATION OF MY DEPENDENTS ON THIS CHANGE OF STATION EXCEPT AS FOLLOWS:				
I CERTIFICATE OF PROOF OF DEPENDENCY		<i>(Required for dependent parents, adopted children, stepchildren and for mentally or physically in capacitated children over 21 years of age.)</i> I CERTIFY THAT MY DEPENDENT(S) <i>(Relationship)</i> _____, NAMED ABOVE, IS/ARE IN FACT DEPENDENT UPON ME AND THAT A CERTIFICATE OF DEPENDENCY WAS APPROVED BY THE APPROPRIATE AGENCY. I FURTHER CERTIFY THAT THERE HAS BEEN NO CHANGE IN THE CONDITIONS OF DEPENDENCY SINCE THE CERTIFICATE WAS APPROVED. <i>(NOTE: In the case of a dependent parent, the certificate of dependency must be approved annually.)</i>		
II CERTIFICATE OF RESIDENCE OF PARENT		<i>(Required for a dependent parent in addition to I.)</i> I CERTIFY THAT MY DEPENDENT(S) <i>(Relationship)</i> _____, IS/ARE RESIDING AS A MEMBER OF MY HOUSEHOLD AND WILL RESIDE AS A MEMBER OF MY HOUSEHOLD ESTABLISHED INCIDENT TO THIS CHANGE OF STATION.		
III CERTIFICATE FOR STEPCHILD		<i>(Required for a step child in addition to I.)</i> I CERTIFY THAT <i>(Name of child's other parent)</i> _____, THE MOTHER/FATHER OF THE STEPCHILD/STEPCHILDREN NAME ABOVE, WAS MY LEGAL SPOUSE ON THE EFFECTIVE DATE OF APPLICABLE ORDERS.		
DATE <i>(YYYYMMDD)</i>		SIGNATURE OF APPLICANT		

DD FORM 884, NOV 80 (EG)

SUPERSEDES ALL PREVIOUS EDITIONS.

Designed using Perform Pro, WHS/DIOR, Oct 94

Figure 102-4. DD Form 884, Application for Transportation for Dependents

3. Transportation of Civilian Dependents.

Dependents of civilian employees will be transported IAW the provisions of JTR Chapters 2, 3, and 4. Transportation of dependents of civilian employees will be supported by dependent travel orders or the employee's travel orders that include the names and relationships of eligible dependents and dates of birth of children authorized to travel.

K. CIRCUITOUS TRAVEL

Circuitous travel is defined as travel by a route other than the one that would normally be prescribed by a TO between the places listed in travel orders. Members and their accompanying dependents that are command sponsored may be authorized circuitous travel in connection with PCS travel to, from, and between overseas areas. Dependents may travel independent of their sponsor. The designated official approves/disapproves requests for circuitous travel. For Navy, the approval authority is the commanding officer. The traveler assumes responsibility for all costs exceeding those of the normally prescribed route (See JFTR, par. U5116-E, Reimbursement When Member Performs Circuitous Travel). Approval authority for circuitous travel must review applications on an individual basis. Requests should be approved when it is in the best interest of the member's morale and welfare and the applicant has indicated that he/she has sufficient funds to defray the cost of travel where government-expense transportation is not authorized. The applicant must understand and accept responsibility for complying with the travel requirements outlined in the DOD Foreign Clearance Guide for countries visited.

L. ACCOMMODATIONS

CTOs must arrange travel accommodations. Requests must be made as soon as requirements are known. Accommodations provided members and DOD civilian employees on official travel vary between modes. Travelers may accept lesser accommodations when they meet DOD Components and/or traveler requirements. The government may furnish lesser accommodations with less than stated minimum standards for members and DOD civilian employees when it has been determined by the DOD Components concerned that specific needs require use of such accommodations.

M. PASSENGER RESERVATION DATA REPORTING

1. MTMC manages, operates, and maintains the DOD STATCO management information system. MTMC will provide management information to DOD Components and USTRANSCOM to support their management and evaluation of passenger operations. Requests for information should be directed to Commander, HQ MTMC, Attn: MTPP-SA, Passenger Systems Branch, 200 Stovall Street, Alexandria, VA 22332-5000. Contracted CTOs and DOD Components must provide commercial travel reservation data to HQ MTMC, Attn: MTPP-SA, Passenger Systems Branch, 200 Stovall Street, Alexandria, VA 22332-5000, on individually ticketed travel including TO-routed groups, to support STATCO system data requirements. Include group travel arranged by USTRANSCOM/MCC in STATCO reporting. Specific data reporting procedures and data elements are prescribed at Appendix H.

2. DOD Components must ensure that reporting requirements are contained in their travel services contracts. For travel not arranged by CTOs, data will be submitted from the Services'

DFAS offices based on information extracted from GTRs. This data will support STATCO system data requirements. Report to HQ MTMC, Attn: MTPP-SA, 200 Stovall Street, Alexandria, VA 22332-5000. Specific data reporting procedures and data elements are prescribed at Appendix H.

N. CTO

1. Establishment or continued use of a full-service, in-house travel office (official or leisure) is authorized only when it has been determined by the DOD Component in the CONUS, or the theater commander overseas, that CTO services cannot satisfy a DOD installation's travel requirements.

2. Selection of a contractor to perform the CTO services must be accomplished on a competitive basis IAW 10 U.S.C. § IV, Chapter 137, Procurement Generally, as amended, and the Federal Acquisition Regulation.

3. CTOs must provide a full range of travel services which include, but are not limited to, air, bus, rental car/truck, rail, and water reservations, group movements, and ticketing delivery; lodging reservations, detailed management information, and availability of a 24-hour toll-free information and assistance telephone number.

4. CTOs and in-house travel service offices must comply with procedures and requirements in Chapter 103, Paragraph A, of this regulation.

5. Transportation bill payment procedures must be as prescribed by the DOD Component and must be included as part of their travel services contracts.

6. CORs must ensure CTO contracts have required coding of non-compliance with DOD travel policy defined in Chapter 103, Paragraph A, of this regulation. Coding must be IAW Appendix H.

7. When available, use of CTOs by travelers is mandatory (See JTR, par. C2207, Arranging Official Travel, and JFTR, par. U3120 Arranging Official Travel).

O. HUMAN REMAINS

The TO must work closely with mortuary affairs/decedent affairs office for arranging transportation of human remains. (See Appendix L for GTR preparation).

P. ESCORTS WITH DECEASED MEMBERS (HUMAN REMAINS)

The normal mode for movement of escorts for deceased members is air. (See Chapter 103 for further information).

1. Deceased Military Personnel. Escorts (military or civilian) for the remains of deceased military personnel must be furnished travel as provided in JFTR, par. U7601, Escorts Accompanying Remains of Deceased Members.

2. Deceased Civilian Personnel. Travel expenses of an escort for the decedent's remains are allowable. See JTR, par. C6062, Escort(s) for Employee Remains.

Q. PROMOTIONAL ITEMS FROM COMMERCIAL SOURCES

1. Official travelers may accept promotional items, including frequent flier miles, and use them for personal travel. The promotional material must be obtained under the same terms as those offered to the general public and must be at no additional government cost. Any promotional items obtained through official travel belong to the traveler. This includes frequent traveler benefits such as points or miles, upgrades, or access to carrier clubs or facilities. Personal use of the promotional items regardless of when the mileage was accrued is allowed. For more information and conditions (relinquishing seats, lost or delayed accompanied baggage, etc.), see JFTR, Chapter 1, Part B and JTR, Chapter 1, Part D <http://www.dtic.mil/perdiem/trvlregs.html>.

2. It is recommended that DOD personnel who elect to use their promotional awards to upgrade to a higher class of service (i.e., using frequent flyer miles to upgrade to business or first class) do not wear a uniform or allow a rank or grade to be associated with an upgrade. However, members must adhere to individual DOD Component requirements and the DOD Foreign Clearance Guide <http://www.fcg.pentagon.mil>.

R. LOST COMMERCIAL AIRLINES TICKETS

1. Procedures in this Paragraph are applicable to all DOD Components. For additional procedures for Air Force, Navy, and Marine Corps procedures, see Air Force Instruction (AFI) 24-101, Passenger Movement, Chief of Naval Operations Instruction 4650.15, Navy Passenger Transportation Manual and Marine Corps Order (MCO) P4600.7, Marine Corps Transportation Manual respectively.

2. GTR or Commercial Ticket. When a GTR or ticket is lost, stolen, or destroyed, duplicate transportation must not be furnished by a TO, except under conditions described in Paragraph R.5 below.

3. Travelers must report lost CTO-issued airline tickets immediately to the TO at the installation where the tickets were issued. The traveler must also notify the airline that issued the ticket of the loss. The TO must obtain all pertinent ticket information needed from the passenger itinerary. The traveler is required to obtain a Lost Ticket Refund Application (LTRA) form from the airline or through the CTO. The report should include a complete description of the documents including:

- a. Payee.
- b. Serial number.
- c. Complete statement of facts concerning loss or theft. If the lost, stolen, or destroyed document(s) is partially or fully completed with the point of origin, carrier, or type service, the TO also should immediately notify the designated carrier and other local carriers of the loss or theft.

4. Travelers who lose GTRs and/or tickets should immediately notify the issuing TO. TOs should assist the traveler by preparing a report, which includes the following information:

- a. Serial number(s) of lost or stolen GTRs or tickets.
- b. Serial number(s) of GTRs issued and exchanged for the lost or stolen tickets.
- c. Name of activity where issued.
- d. Date, place, and circumstances relating to loss.
- e. Points between which ticket was used.
- f. Approximate baggage weight and points to which baggage was checked, if any.
- g. Action taken to recover tickets.
- h. Action taken to notify carrier or agent. (Note: When LTRA forms are issued by the carrier, the traveler must ensure that the following address is shown on the form: Treasurer of the US, in care of (c/o) of Unit Finance Officer).
- i. Serial number(s) of replacement GTR and/or tickets.
- j. Name of activity where replacement tickets were issued.
- k. Copies of receipts.
- l. For tickets issued under Local Payment of Airlines (LOPA)/CTO billing procedures, a copy of airline service request.
- m. TO, upon receipt of the above, must immediately notify the designated carrier on a SF 1170, Redemption of Unused Tickets, (Figure 102-5) requesting reimbursement for the amount paid for the transportation.
- n. The TO must initiate refund tracer action on SF 1170 with the carrier until the case is closed.

REDEMPTION OF UNUSED TICKETS - <i>Original</i>					GOVERNMENT TRANSPORTATION REQUEST (GTR) NO. ▶	
DATE				DATE GTR ISSUED		
FILE REFERENCE				PLACE ISSUED		
ORIGIN				DESTINATION		
FORM NO.	TICKET NO.	NO. OF PASSENGERS OR NO. & TYPE OF ACCOMODATIONS	UNUSED FROM	UNUSED TO	FOR CARRIERS USE ONLY	AMOUNT OF REFUND
REMARKS					TOTAL	
<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: center;">(Name and Address of Carrier)</div>			<div style="border: 1px solid black; height: 60px; width: 100%;"></div> <div style="text-align: center;">Name and address of agency to which refund is to be made)</div>			
Attention: Refund is requested for unfurnished passenger transportation services indicated above; any unused tickets involved are attached.			*See detailed instructions on reverse NSN 7540-00-734-4242		1170-107 STANDARD FORM 1170 (REV 2-89) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 102-5. SF 1170, Redemption of Unused Tickets

5. Obtaining Duplicate Transportation. The traveler must be informed to use personal funds to purchase transportation services necessary to complete authorized travel. Receipts must be obtained from the carrier to support a claim for reimbursement. Military personnel and dependents, without sufficient funds to purchase duplicate transportation, may be furnished the necessary transportation on a cost charge basis. See Appendix L of this regulation for procedures for issuing a cost-charge GTR. Reporting requirements in Paragraph R.3 above apply when a cost-charge GTR is issued.

6. Recovery of Lost Documents. Documents reported as lost or stolen and are later found must be turned into the TO. The notification should include serial numbers of the documents. Documents reported as lost, but subsequently found, must not be used but given to the TO for a determination of their validity.

7. Reimbursement for Cost of Transportation at Traveler's Expense. When duplicate transportation has been purchased by the traveler from personal funds, or has been furnished to a member on a cost-charge basis, the following procedures must be used.

a. Traveler. The traveler must submit a request for reimbursement, through the local TO, to the finance office. Copies of tickets purchased by the traveler and all receipts received from the carrier must be included with the request. The TO must provide a copy of the SF 1170 (Figure 102-5) to the finance office and to the member. The member must submit a copy of the SF 1170 with the travel voucher, DD Form 1351-2, Travel Voucher or SubVoucher, (Figure L-2) for immediate reimbursement. After the TO verifies that the original GTR(s) ticket(s) was not used, the TO must notify the local finance office and close out the file. If it is determined that the document reported as lost or stolen was used, the traveler may be required to refund to the government the cost of the fraudulently used transportation.

b. TO. The TO must ensure that the traveler is aware of Paragraph R. The TO must also forward any refund checks received from the carrier with the traveler's request for reimbursement so that the finance office can make adjustments.

c. Refund Received by TO or Traveler. Refund checks received by the TO or traveler from a carrier must be forwarded to the local finance office or to the DFAS office for adjustment and reimbursement to the traveler. If it is later determined that lost or stolen documents were used, the traveler may be required to refund the cost of the tickets to the government.

S. US GOVERNMENT TRANSPORTATION REQUEST (GTR)

See Appendix L for information concerning GTRs.

T. MEAL TICKETS/CHECKS

See Appendix M for meal ticket/check preparation guidance.

U. CARRIER AGREEMENTS

Agreements between MTMC and commercial bus and rail carriers, and rental car/truck vendors are available at the following Internet address: <https://www.mtmc.army.mil>, then select Passenger and Carriers & Programs or by contacting HQ MTMC, ATTN: MTPP-AS, Surface Transportation Team, 200 Stovall Street, Alexandria, VA 22332-5000.

V. EMERGENCY TRAVEL

1. General. The following guidance is provided for processing travel in connection with bona fide emergencies for members, and their dependents.

2. Funded Emergency Travel and Related Space Available Travel. The member's commander is responsible for granting emergency leave. Once it has been determined that emergency travel is to be undertaken, the member and/or dependent(s) are entitled to funded round-trip transportation IAW JFTR, par. U7205, Transportation in Personal Emergencies. Travel will not be denied because of insufficient funds. The emergency traveler must be provided the five means of travel options or combinations as shown below and outlined in the DOD 4515.13-R, Air Transportation Eligibility, Chapter 2, Paragraphs A. 4.a through A. 4.e:

- a. Government-funded travel on DOD aircraft if the specific conditions in JFTR exists.
- b. Government-funded commercial travel if the specific conditions in JFTR exist.
- c. Member-funded (space-required) travel aboard DOD aircraft when the specific conditions for Government-funded travel in JFTR does not exist.
- d. Space-available travel aboard DOD aircraft.
- e. Member-funded personal transportation arrangements on commercial aircraft.

3. Travel Authorization and Entitlement. Travel entitlements in connection with emergency situations are complex because they are dependent upon the circumstances involved and the member's duty station and domicile. Figure 102-6 is provided to assist in making a determination on emergency travel authorizations and entitlements. (If a conflict exists between this regulation, Figure 102-7, and JFTR, JFTR takes precedence).

4. Emergency Travel of DOD Civilians. See JTR, Chapter 6, Part J, Emergency Travel of Employee Due to Illness or Injury or a Personal Emergency Situation Anywhere in the World, to determine entitlements.

Rule	A Situation	B Entitlements	C Remarks
1	Member is stationed in CONUS and his or her domicile is outside CONUS. (See Note 1.) Emergency is outside CONUS.	Member and (or) dependents authorized space required government transportation via AMC from CONUS to overseas location and return.	
2	Same as Rule 1 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the international airport nearest the member's duty station or nearest location of the member or dependents when notified of emergency. Travel is authorized to an international airport servicing the location authorized by the emergency travel order. (JFTR, Volume 1) (See Note 3.)
3	Member is stationed in CONUS and his or her domicile is in CONUS. (See Note 1.) Emergency is outside CONUS.	Member is authorized space-available travel via AMC from CONUS to overseas location and return. Dependents authorized space available (or space required cash reimbursable) travel from CONUS to overseas location and return.	
4	Same as Rule 3 above.		Government funded commercial transportation is not authorized.
5	Members stationed in CONUS not on Temporary Duty (TDY) or away from permanent duty station/home port and emergency is in CONUS.	Member authorized space available government travel.	Dependents are not authorized to travel space available within CONUS. Government-funded commercial transportation is not authorized. (DOD 4515.13-R)
6	Member is stationed overseas and emergency is in CONUS.	Member and (or) command sponsored dependents authorized space required government transportation via AMC from overseas location to CONUS and return.	
7	Same as Rule 6 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the overseas duty location or location at which notification was received. Travel is authorized to the international airport in CONUS closest to the international airport of overseas departure. Return is between the same point. (JFTR, Volume I) (See Note 3.)

Figure 102-6. Emergency Travel Entitlements and Space Available Eligibility Table

Rule	A Situation	B Entitlements	C Remarks
8	Member is stationed overseas and emergency is outside CONUS. (See Notes 2-3-4.)	Member and (or) command sponsored dependents authorized space required government transportation via AMC from overseas location to the APOD servicing the overseas location where the emergency exists. (See Note 4.)	
9	Same as Rule 8 above.	If government transportation is not reasonably available, commercial air is authorized.	Travel originates from the international airport nearest the member's duty station or nearest location of the member or dependents when notified of emergency. Travel is authorized to an airport servicing the location authorized by the emergency travel order. (JFTR, Volume 1) (See Note 3.)
10	Dependents residing outside CONUS separate from member and on behalf of the member are entitled to a station allowance. Emergency is in CONUS.	Authorized space required transportation via AMC from overseas location to CONUS and return. If government transportation is not reasonably available, commercial air is authorized.	Travel originates from a overseas duty location or location at which notification was received. Travel is authorized to the international airport in CONUS closest to the international airport overseas departure. Return is between the same points. (JFTR, Volume 1) (See Note 3.)
11	Above emergency occurs outside CONUS. (See Note 2.)	Authorized space required transportation via AMC from overseas location to CONUS and return. If government transportation is not reasonably available, commercial air is authorized.	Travel originates from location of the dependent(s) when notified of emergency. Travel is authorized to an airport servicing the emergency location specified in the emergency travel order.
12	Military member performing TDY (inside or outside CONUS) away from his or her permanent duty station (inside or outside CONUS) or members assigned to ships away from the homeport.	Authorized to travel at government expense from the TDY location to the permanent duty station, homeport, or other location, not to exceed the cost of transportation to the permanent duty station.	Travel originates from the TDY location when notified of emergency. Travel is authorized to an airport servicing the location authorized by the emergency travel order. (JFTR, Volume 1) (See Note 3.)
13	Same as Rule 12 above.	Commercial air is authorized when government transportation is not reasonably available.	
14	U.S. citizen civilian employed outside CONUS with emergency situation inside or outside CONUS.	Employee and/or dependents authorized space available (or space required cash reimbursable) travel via AMC between CONUS and overseas or between overseas areas, as applicable.	Government-funded commercial transportation is not authorized (DOD 4515.13-R)

Figure 102-6. Emergency Travel Entitlements and Space Available Eligibility Table (Cont'd)

NOTES:

1. The member's domicile is "the member's home of record, place from which called or ordered to active duty, place of first enlistment, or place of permanent legal residence (See JFTR, par. U7205)". The spouse's original domicile has no bearing on emergency leave entitlements.

2. The cost of commercial transportation authorized or approved must not exceed the cost of government procured commercial air travel between these points. Transportation may be provided to and from other points; however, any excess costs must be collected from the member.

3. If dependents are not command sponsored and are located in the vicinity of the member's OCONUS duty station or residing in the CONUS while the member serves an unaccompanied or remote tour, space available travel or space required (cash reimbursable) travel is authorized via AMC where a channel exists. Funded commercial air travel is not authorized. Return transportation, space available, or space required for non-command sponsored dependents to the overseas area is not authorized. Exception: Dependents eligible for the Non-Command Sponsor Dependent Travel in Category V. Required documentation for the program is still necessary.

4. Members and dependents overseas, entitled to emergency travel, who must transit the CONUS to reach the emergency leave point outside the CONUS are entitled to space required AMC or government-funded commercial air, to include travel across the CONUS.

**Figure 102-6. Emergency Travel Entitlements and Space Available Eligibility Table
(Cont'd)**

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